

HUD PIH REO Program Purchase Agreement Checklist

Utilize most recent Purchase Agreement located at: <http://www.hud.gov/offices/pih/programs/hcv/reo/index.cfm> *

The following checklist should be used by the Public Housing Authorities (PHA's) and Non-Profit Agencies to complete the purchase agreement.

Under Recitals:

- Number 1
- Number 2
- Number 6

Under the Articles:

- Section 2.1 (insert # / choose sale or lease)
- Section 2.2 G (three selections)
- Section 6.2 (select one)
- Section 6.5
- Section 12.6 (fill out "if to Purchaser" / leave blank "if to HUD REO")
- Section 12.9 A
- Purchaser Signature (Executive Director sign & date / Also attest or witness Exec Dir signature)

Under Exhibits (Complete, include and label all Exhibits as provided in the Purchase Agreement):

- Exhibit 1: Copy of local law or corporate resolution authorizing Purchaser to enter into the Agreement (complete)
- Exhibit 2: Business Plan (complete)
- Exhibit 3: Model Schedule of Subject Properties (complete)
- Exhibit 4: Eligible Expenses (include)
- Exhibit 5: Lead-based Paint Disclosures (include)
- Exhibit 6: Lead-based Paint Pamphlet (include / label page 1 of pamphlet as Exhibit 6)
- Exhibit 7: Lease Forms (include)
- Exhibit 8: Description of Purchaser's approved Lease Purchase program accepted by HUD (complete if Leasing)
- Exhibit 9: If Purchaser is a non-profit entity, Attachment A, including provisions relating to a Purchaser Compliance Note and Mortgage, and the format therefor. **(NOT REQUIRED FOR PHAs)**

After Purchase Agreement Approval:

- Section 7.2 (submit monthly and quarterly reports in accordance to this section)

Note: *No changes should be made to the agreement template; only select an option or fill in the appropriate blank spaces.